

Commissioning Roles & Responsibilities Matrix								
Legend	GSA Project Manager	GSA Operating Personnel	Customer Agency Reps	GSA Technical Experts	Construction Manager	Construction Contractor	Commissioning Agent	Architect/Engineer
L = Lead S = Support A = Approve								
P = Participate I = Inform V = Verify								
Planning Stage								
Identify Commissioning Team	L/A	S	S	P/S				
Develop Owner's Project Requirements	L/A	S	S	S				
Develop preliminary commissioning scope	L	S	S	P/S				
Develop Preliminary Commissioning Plan	L	S	S	S				
Establish budget for all Cx work & integrate costs for commissioning into project budget	L	S	S	S				
Include time for Cx in initial project schedule	L	I	I	I				
Include Cx responsibilities in A/E & CM scope of services	L/A	S		S				
Design Stage								
Contract for Commissioning Agent Services	L/A	P	P	P	L			
Hold Design Stage Cx meetings	P	P	P	P	P		L	P
Identify project specific responsibilities	L	P	P	S	S		P	P
Review Owner's Project Requirements documentation for completeness & clarity	S	S	I		I		L	I
Develop Basis of Design	A	P	P	S/A	I		I	L
Perform focused Cx reviews of design drawings & specifications	P	P		P	S		L	S
Perform project constructability reviews	P			I/P	L		I/S	S
Incorporate appropriate changes to contract documents based upon design reviews	A	P	P	I	I		I	L
Refine Owner's Project Requirements based upon Design Stage Decisions	A	P	P	S	I		L	S
Create Cx specifications including testing protocols for all commissioned equip./systems	I	I	I	P/S	S		L	S
Integrate Cx activities into project schedule	A	I	I	I	L		S	I
Coordinate integration issues & responsibilities between equipment, systems & disciplines	A	I	I	P/S	S		V	L

Commissioning Roles & Responsibilities Matrix								
Legend	GSA Project Manager	GSA Operating Personnel	Customer Agency Reps	GSA Technical Experts	Construction Manager	Construction Contractor	Commissioning Agent	Architect/Engineer
L = Lead S = Support A = Approve								
P = Participate I = Inform V = Verify								
Update Commissioning Plan	A	I	I	I	S		L	I
Incorporate commissioning requirements into Construction Contractor's Scope of Work	A			I	L		S	S
Construction Stage								
Revise Commissioning Plan as necessary	A	I	I	I	I	S	I	L
Review submittals applicable to equipment/systems being commissioned	I			P	A	S	S	L
Review project submittals for construction quality control & specification conformance	I			I/P	A	L	S	V
Develop functional test procedures and documentation formats for all commissioned equipment & assemblies	A	I	I	S/A	S	S	I	L
Include Cx requirements and activities in each purchase order and subcontract written	A					A	L	V
Develop construction checklists for equipment/systems to be commissioned	A			P	I	I	I	L
Install components & systems	I	I	I		A	A	L	V
Review RFIs and changes for impacts on Cx	A	I	I	I/S	S	L	S	V
Demonstrate operation of systems	I		P/I		I	P	L	V
Complete construction checklists as the work is accomplished	I	I		I	I	S	L	A
Continuously maintain the record drawings and submit as detailed in the contract documents	A	S			I	S	L	V
Coordinate functional testing for all commissioned systems & assemblies	I	I	I	P/A	I	S	S	L/A
Perform quality control inspections	I			I/P		L	S	P/I
Maintain record of functional testing	I	I	I	I/P	I	S	S	L

Commissioning Roles & Responsibilities Matrix								
Legend L = Lead S = Support A = Approve P = Participate I = Inform V = Verify	GSA Project Manager	GSA Operating Personnel	Customer Agency Reps	GSA Technical Experts	Construction Manager	Construction Contractor	Commissioning Agent	Architect/Engineer
Prepare Cx Progress Reports	A	I	I	I/P	I	P	S	L
Hold Construction Phase Cx meetings	P	P	P	P	P	P	P	L
Maintain master Issues Log	I	I	I	I	I	S	I	L
Review equipment warranties to ensure GSA responsibilities are clearly defined	I	I				S	S	L
Implement training program for GSA Operating Personnel	I	P	P	I/S	P	S	S	L
Compile and deliver Turnover Package	A	A			S	S	L	S/V
Deliver Commissioning Record (see page 48)	A	P	P	I	S	S	S	L
Post-Construction Stage								
Coordinate & supervise deficiency corrections	A	P		I	I/S	L	S	I
Coordinate & supervise deferred & seasonal testing	A	P		I		S		I
Review & address outstanding issues	A	P		I	I/S	S	S	I
Review current building operation at 10 months into 12 month warranty period	A	P		I	S	S		I
Address concerns with operating facility as intended	A	P		I	S	S	S	S
Complete Final Commissioning Report	A	P			I/P	I		I
Perform Final Satisfaction Review with Customer Agency 12 months after occupancy	A	S		S		S		S
Recommission the facility at 3-5 years after turnover to reset optimal performance	L	P		L	P			

\* Commissioning Agent Services will likely be required for the periodic recommissioning of the facility. While contracting with the original project CxA may offer some efficiencies, GSA may or may not elect to contract with the project CxA.